



Ann Smith

Accounting Student

Phone: (555) 555-1234
Email: annsmith@email.com
Address: 123 Main St, Anytown, USA

LinkedIn: linkedin.com/in/annsmith

Education

University of Accounting & Finance
Bachelor's Degree in Accounting
Graduated: May 2023

University of Finance & Economics
Bachelor's Degree in Finance
Graduated: May 2022

Work Experience

Accounting Assistant
ABC Company
Jan 2022 - May 2023

Finance Intern
XYZ Bank
Jun 2021 - Aug 2021

Administrative Assistant
DEF Firm
Sep 2020 - Dec 2020

Customer Support Representative
GHI Retail
Mar 2019 - Sep 2019

Skills

Technical Skills:
• Microsoft Excel (Advanced)
• QuickBooks
• SAP
• Financial Reporting

Soft Skills:
• Analytical
• Detail-oriented
• Communication
• Teamwork

Projects

Financial Analysis Project
Conducted a comprehensive financial analysis of a public company, identifying key trends and risks. Presented findings to a panel of experts.

Budget Management Project
Developed and managed a budget for a community event, ensuring all expenses were within the allocated funds.

Additional Information

Languages:
English (Fluent), Spanish (Intermediate)

Interests:
Reading financial news, hiking, playing guitar.

Resume Example 1



Ann Smith

Accounting Student

Phone: (555) 555-1234
Email: annsmith@email.com
Address: 123 Main St, Anytown, USA

LinkedIn: linkedin.com/in/annsmith

Summary

Recent Accounting graduate with a strong foundation in financial reporting and analysis. Seeking a challenging role in a dynamic environment where I can contribute to the success of the organization.

Education

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Budget Management Project
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Additional Information

Languages:
English (Fluent), Spanish (Intermediate)

Interests:
Reading financial news, hiking, playing guitar.

Skills: 80%
Projects: 60%

Key Skills

- Microsoft Excel
- QuickBooks
- SAP
- Financial Reporting
- Analysis & Interpretation
- Attention to Detail
- Communication
- Teamwork

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